

**Co-Admissions Agreement
between
Delaware County Community College
and
West Chester University of Pennsylvania**

This Co-Admission Agreement is made this ___3rd__ day of _____)une_____, 2020, by and between Delaware County Community College and West Chester University of Pennsylvania.

Introduction

Delaware County Community College (DCCC) and West Chester University of Pennsylvania (WCU) agree to establish a Co-Admissions Agreement (Agreement) for WCU applicants from DCCC's service region (Chester and Delaware Counties) who are not offered admissions for academic reasons or due to capacity.

The purpose of this personalized Agreement is to provide a seamless pathway for these students to begin post-secondary education at DCCC, earn their associate degree, and transfer seamlessly to WCU in a parallel bachelor's degree program. The Agreement defines admissions requirements and processes, seamless transfer of coursework, and services to support this Co-Admissions Program (Program).

WCU applicants from DCCC's service region (Chester and Delaware Counties) who are not admitted to WCU for academic reasons or due to capacity will have the option to participate in this Program via a joint communication from the DCCC and WCU presidents. This communication will include an invitation and information about the Program in which they will be guaranteed admission into a parallel bachelor's degree program in an equivalent field of study at WCU upon completion of their associate degree at DCCC and provided that the student meets all University, degree, major, and GPA requirements. Guaranteed admission into Biomedical Engineering, Social Work, Exploratory Studies, Sports Medicine, and the traditional BSN Nursing major programs are not part of this agreement. The RN to BSN pathway from DCCC to WCU will be governed by a separate agreement.

West Chester University responsibilities and expectations:

- WCU will send the students a joint communication signed by the DCCC and WCU Presidents inviting them to participate in the Program and encourage them to indicate their interest via link (Addendum A).
- WCU will send students who respond with their interest a Co-Admissions Commitment Form (Addendum B) along with a Co-Admissions Letter from the Presidents (Addendum C).
- WCU will extend an offer of conditional admission to students who returned the Co-Admissions Commitment Form, which will become a formal offer of admissions after the student earns their associate degree from DCCC and satisfies all university, degree, major, and GPA requirements outlined in the Co-Admissions Agreement and Addendum D.
- WCU will also include information for DCCC honor students inviting them to apply to WCU's [Honors Seminar Program](https://www.wcupa.edu/viceProvost/honorsCollege/honorsSeminarProgram.aspx) (<https://www.wcupa.edu/viceProvost/honorsCollege/honorsSeminarProgram.aspx>).
- The original WCU admissions application fee already paid when the student applied as a first-year student will be refunded upon matriculation at WCU.

- Student must enroll at WCU within one calendar year of DCCC graduation.
- Students will not be eligible for the Program if they have attended another institution between DCCC graduation and matriculation at WCU.
- Students who attend another institution any time before matriculating at DCCC are not covered by this agreement.
- Students who earned college-level credits via prior learning methods such as AP (Advanced Placement), CLEP (College Level Examination Program), IB (International Baccalaureate Program), and DSST are covered as part of this agreement while in high school, military, or otherwise so long as they were not matriculated at another post-secondary institution are covered under this agreement.
- Students are responsible for ensuring an official copy of their final DCCC transcript is sent to WCU when their associate degree has been awarded so the academic passport can be applied.
- Prior to enrolling at WCU, students will be required to submit a transfer form that will provide WCU with the most current contact information, housing needs, and planned major program of study.
- Students who have criminal convictions or have been dismissed or suspended from DCCC for disciplinary reasons are not covered under this agreement and will be reviewed on a case by case basis.

Delaware County Community College responsibilities and expectations:

DCCC will extend an offer of admissions for DCCC to students who returned their Co-Admissions Commitment Form to WCU, and will commit to do the following:

- Outline additional information needed to formalize the offer of admissions and matriculation to DCCC.
- Advise students who request transfer appointments
- Inform WCU if participating students change their major or their anticipated enrollment term at **WCU**
- Notify WCU when students withdraw from the Program or withdraw from DCCC so that records can be updated.
- Send unofficial transcripts to WCU each semester for each participating DCCC student.

Evaluation of Credits

As part of WCU's Academic Passport Program, DCCC's general education requirements as part of the Associate of Arts, the Associate of Science, Associate of Fine Arts, and Associate of Applied Science degrees will transfer in its entirety towards WCU's General Education Requirements.

- Students must complete the Diverse Communities requirement (3 credits) and the Writing Emphasis requirements while at WCU to satisfy the remaining WCU general education requirements.
- Language and Culture Requirements for Bachelor of Arts, Bachelor of Music Degrees and certain Bachelor of Science Degree programs are not waived by Academic Passport.

For DCCC courses to transfer to WCU, a minimum grade of D must be earned. Courses with "D" grade will not fulfill major requirements.

Courses with a CR (credit by exam) grade will not transfer to WCU.

Credit for prior learning from AP, CLEP, IB, and DSST will be evaluated in accordance with approved minimum scores effected in response to the Public School Code, 24. P.S. §20-2—2-C(d). Students are responsible for submitting their scores to the Office of the Registrar.

Students who follow the WCU and DCCC [Program to Program Advising Guides](#) or [Program to Program Agreements](#) as well as requirements outlined in Addendum D will be admitted with full junior standing in a parallel major.

Transfer Scholarship

- DCCC students who participate in the Program and complete the Transfer Form and graduate from DCCC will qualify for a transfer scholarship as determined below.
 - Students must be enrolled full-time at WCU and will retain their scholarship award for up to two (2) consecutive academic years so long as the student remains in good academic standing at WCU with a minimum of 2.00 GPA.
 - Students must be working to attain his/her first baccalaureate degree.
- Prior to matriculation at WCU, the Financial Aid Office team at WCU will provide financial assistance and counseling to DCCC students in support of their educational goals. This will include advice about applying for aid including grants and other self-aid such as employment or loans.

Housing

- DCCC students who participate in the Program, complete the Co-Admissions Commitment Form, and graduate from DCCC will be guaranteed Housing upon enrollment at WCU, provided that the student submits the Housing Co-Admissions Enrollment Form by the required deadline. This form will be administered by WCU directly to the student in the appropriate semester prior to WCU matriculation. Students interested in living on WCU's campus will need to notify the Office of Admissions at least three (3) months prior to enrollment.

Advising and Transition

WCU has a team dedicated to maximizing the success of DCCC students. This includes:

- WCU's Office of Admission who will reach out to all DCCC students participating in the Program immediately upon receipt of the Co-Admissions Commitment Form to explain the conditional offer of admissions and formal offer of admissions requirements. WCU's Office of Admissions will maintain communications through the onboarding of all students.
- WCU's Transfer Concierge will reach out to all DCCC students participating in this program immediately after receiving the Co-Admissions Commitment Form and maintain communications thereafter.
 - The Transfer Concierge helps to simplify the transfer process for all incoming and potential transfer students by connecting them to campus resources during and after their transition to WCU. Some of these supports include Transfer Credit resources, Advising and Scheduling, Financial Aid, Housing, Academic Tutoring, Career Services, Office of Services for Students with Disabilities, Mental Health Counseling Services, and New Student Organizations, to name a few. The Transfer Concierge can help students

with WCU policies and processes, for example, navigating the class enrollment system, transfer credit appeals, and applying for change of major or minor.

- The Transfer Concierge will also describe WCU's new Transfer Student Association that is available for them to join after matriculation at WCU. The Transfer Student Association is a student run organization that is designed to build a welcoming community of transfer students at West Chester University, and to foster a successful college experience, both academically and socially. Bi-weekly meetings are held, along with transfer focused student success workshops, social meet-ups before campus events, fundraising activities, service learning events, and student organization information sessions.
- The Transfer Concierge and Transfer Admissions Counselors in partnership with Student Affairs will celebrate DCCC students in this program through invitations to campus events and activities throughout their time at DCCC.
- Just prior to matriculation at WCU, DCCC students participating in the Program will hear from their WCU Student Success Team. The Student Success Team includes: their Student Success Coordinator; their Academic Advisor; and their Success Coaches who are available to provide individualized support to guide them toward academic and personal success at WCU. In addition, the Financial Aid Office team will reach out to assist DCCC students with the financial aid process and resources.

Joint Responsibilities for Maintenance of this Agreement

- WCU and DCCC will create a Co-Admission Commitment Form that will accompany the joint letter from the respective president.
- WCU and Delaware County Community College will continue to update and maintain curricular and course equivalency information.
- WCU and DCCC will update existing and create new program to program advising guides and prioritize based on demand related to DCCC and WCU majors.
- WCU and DCCC will coordinate WCU information and advising both in person and by virtual events to provide academic advising, admissions, financial aid, and billing advising, and career services.
- WCU and DCCC staff will meet annually to discuss and enhance student transition and success.

Addenda: The following Addenda are incorporated into and made part of this Agreement.

Addendum A: Joint Invitation to Participate Communication from Presidents

Addendum B: Co-Admissions Commitment Form

Addendum C: Joint Co-Admissions Letter from Presidents

Addendum D: Major Program and GPA requirements

Additional Terms of Agreement

1. DCCC must provide written notification to WCU of any curricular modifications or changes to parallel associate degree programs. WCU will review and determine if said changes or modifications necessitate an amendment to this agreement.
2. This Co-Admissions Agreement along with all addenda constitutes the entire Agreement and terms of understanding between Delaware County Community College and West Chester University .
3. This Agreement shall take effect immediately upon execution by the parties. Students who enroll in the Program in the Fall of 2020, and meet all Program requirements, shall be eligible for admission to WCU beginning in fall 2022.
4. This agreement will be reviewed annually and revised as necessary. All revisions must be approved by each institution's official signatories, with the same formality as the original Agreement.
5. This agreement will have a term of five (5) years beginning from last date of signatures. After the five (5) year term, the parties may agree to enter into a new Agreement.
6. The terms of the Agreement shall remain in effect, except as stipulated for certain previous terms as listed herein, unless it is terminated by either party. Any party may terminate the agreement with or without cause with 120 days written advance notice to the other party. If this Agreement is terminated while students are enrolled through this Agreement, the students may continue their educational experience under this Agreement until that experience would have concluded absent the termination.
7. The parties agree to continue their respective policies of nondiscrimination based on Title VI of the Civil Rights Act of 1964 in regard to sex, age, race, color, creed, national origin, Title IX of the Education Amendments of 1972 and other applicable laws, as well as the provisions of the Americans with Disabilities Act.
8. The relationship between the parties to this Agreement to each other is that of independent contractors. The relationship of the parties to this contract to each other shall not be construed to constitute a partnership, joint venture or any other relationship, other than that of independent contractors.
9. The parties shall agree to keep confidential all personally identifiable student information from education records provided by WCU or Delaware County Community College as set forth in the Family Educational Rights and Privacy Act 34 CFR § 99.33 (a)(2) ("FERPA").
10. Neither of the parties shall assume any liabilities to each other. As to liability to each other or harm to persons, or damages to property, the parties do not waive any defense as a result of entering into this Agreement. This provision shall not be construed to limit the Commonwealth's rights, claims or defenses which arise as a matter of law pursuant to any provisions of this Agreement. Nothing in this Agreement shall be construed to limit the sovereign immunity of the Commonwealth or of the State System of Higher Education or the University.
11. This Agreement is not a third-party beneficiary contract and confers no rights upon any students or employees of the parties.
12. For the purpose of this Agreement, a copy of the party's original signature shall be considered to be an original signature; and as such shall be sufficient to bind such parties.
13. The laws of the Commonwealth of Pennsylvania shall govern this Agreement.

SIGNATURE PAGE TO FOLLOW

IN WITNESS WHEREOF, the authorized representatives of the Parties hereto have executed and delivered this Agreement as of the date previously indicated.

West Chester University

Delaware County Community College

Christopher Fiorentino

Christopher Fiorentino, Ph.D
President
Date

L. Joy Gates Black

L. Joy Gates Black, Ed.D
President
Date

R. Bernotsky

R. Lorraine Bernotsky, D. Phil
Executive Vice President and Provost
Date

Marian E. McGorry

Marian E. McGorry, Ph.D.
Vice President of Academic Affairs
Date

Jeffery L. Osgood

Jeffery L. Osgood Jr., Ph.D.
Deputy Provost
Date

Mitchell E. Murtha

Mitchell E. Murtha, Ed.D
Vice President
Recruitment and Enrollment Management

Approved as to form and legality

Joseph Miller

University Legal Counsel
PA State System of Higher Education
Date

Addendum A

Dear (first name),

We have an amazing opportunity for your future!

What if we told you that you're eligible for admission into West Chester University along with guaranteed housing and a renewable scholarship award as a transfer student?

While WCU was unable to accommodate you in the incoming first-year class, you could be here in just two years thanks to a one-of-a-kind co-admission program between Delaware County Community College and WCU. Of course, there are certain program requirements, so please check out this [link](#) for further information

You'll have the chance to make an impact on two campuses, earn two degrees, and take advantage of the best of what Delaware County Community College and West Chester University have to offer like diverse learning environments, undergraduate research, small class sizes, and relationships with faculty who are focused on your success.

Best of all, as a co-admission student you'll earn your associate degree from the College then receive guaranteed housing and a renewable scholarship award when you transfer to WCU.

If you'd like to learn more about the new co-admission program, please complete the interest form that is available on the College's website at dccc.edu/wcupa or visit the University's website for more information (wcupa.edu/dccc). If you have specific questions, please reach out to Nora Manz (nmanz@dccc.edu), Director of Advising, Transfer & Articulation, Career & Counseling at the Delaware County Community College or contact Catherine Oberholtzer (coberholtzer@wcupa.edu), Senior Associate Director of Transfer Admissions at WCU.

If there is anything that the last few months have taught us, it's that we are all stronger when we support our community.

We look forward to welcoming you to both of our campuses.

Our Very Best,

(signatures of President of Delaware County Community College and President of West Chester University)

Addendum B

<https://uadmissions.wcupa.edu/register/agreedccc>

WCU DCCC Co-Admission Agreement Form

First Name _____

Last Name _____

Phone _____

Email Address _____

Mailing Address _____

Country United States ▼

Street _____

City _____

State Select State ▼

Postal Code _____

Program of Interest at West Chester University _____ ▼

Program of Interest at Delaware County Community College _____ ▼

High school or GED completion year _____ ▼

Intended Delaware County Community College start date:

- Fall 2020
- Spring 2021
- Fall 2021
- Spring 2022
- Fall 2022

Intended West Chester University start date:

- Fall 2022
- Spring 2023
- Fall 2023

AP Credits, if any _____

I understand that I am conditionally admitted to West Chester University pending completion of all requirements outlined within this agreement. I will be formally offered admissions to West Chester University after I earn my associate degree from Delaware County Community College and satisfy all university, degree, major, and GPA requirements outlined in the [Co-Admissions Agreement](#) and Appendix D.

Signature

Addendum C

Dear {first name},

Congratulations—you are formally accepted to Delaware County Community College with a conditional acceptance to West Chester University pending your associate degree and the completion of all requirements of the Co-Admission Agreement, found [here](#).

Welcome!

You're about to embark on the journey of a lifetime. You may be close to home but higher education can take you anywhere you want to go. You'll find opportunities for involvement everywhere you look—through clubs and organizations, theatre productions and art exhibitions, varsity athletics, research, clinical placements, and community service—at both of our institutions.

At Delaware County Community College, you'll choose from more than 20 associate degree programs that will transfer into parallel programs at West Chester University. And you'll always be supported. From academic and financial advising to tutoring and success coaching, we have you covered from day one. We take your success seriously. That's why, as a co-admission student, you're eligible for guaranteed housing and a renewable scholarship award when you transfer to WCU.

If you have any questions, please reach out to Nora Manz (nmanz@dccc.edu), Director of Advising, Transfer & Articulation, Career & Counseling or visit the Delaware County Community College's website at dccc.edu/wcupa or contact Catherine Oberholtzer (coberholtzer@wcupa.edu), Senior Associate Director of Transfer Admissions at WCU, or visit our website (wcupa.edu/dccc).

We look forward to welcoming you home.

Sincerely,

(Signatures of President of Delaware County Community College and President of West Chester University)

Addendum D

Major Program and Guaranteed Admissions Requirements

DCCC Students participating in the Co-Admissions Program with WCU must earn an associate degree in a parallel major program with at least a 2.00 gpa, as well as other Program requirements found [here](#), to be assured admission into the major program at WCU. Programs not covered as part of this agreement include Biomedical Engineering, Social Work, exploratory studies, Health Science: Sports Medicine, and the traditional BSN nursing major programs. The RN to BSN pathway is handled as a separate agreement.

Major programs with additional specific GPA, pre-requisites, or other requirements are outlined below:

Academic Program	Overall GPA	Requirements	DCCC Equivalencies
Art	2.0	Portfolio submitted to the department	
Biology	2.0	WCU's BIO 110 or equivalent has to be taken with a grade of C- or better	BIO 110
Business Management at DCCC	2.5 GPAs below 2.5 will be reviewed on a case-by-case basis	Students must complete the following courses with a C or better: ECO 111, ECO 112, ECO 251, MKT 250, MGT 200, ACC 201, MAT 113, and MAT 143	ECO 210, ECO 220, BUS 220, BUS 230, BUS 210, ACC 111, MAT 135, MA136 ,
Communication Sciences and Disorders	2.5/3.0	If an applicant has a GPA between a 2.5 and 3.0 they must have at least a 100 level Math course completed with a B grade or better or they must have a 100 level English course completed with a B grade or higher. If an applicant has a 3.0 GPA or higher, the above grades in Math and English will not be required.	
Computer Science	2.5	Computer Science (B grade or higher) Calculus (C grade or higher)	DPR 104 MAT 160
Early Grades, Early Grades/Special Education, Middle Grades, Middle Grades/Special Education	2.8	Students must have a 2.8 cumulative GPA and must have achieved passing scores, as established by PDE, on the PA required Basic Skills Test: PRAXIS I (taken before April 1, 2012) or PAPA scores, or CORE. Students may use	

		SAT or ACT scores in place of the Basic Skills Tests.	
Special Education: 7-12 BSED	2.8	Students must have a 2.8 cumulative GPA and must have achieved passing test scores as stated above. -	
All other BSED Programs	2.8		
Health Science: General Studies	2.0	Applicants must have completed an Associate's Degree in a health related field. Applicants may also earn an associate degree in a non-parallel major but have completed one of the listed DCCC certificate programs.	See below list of DCCC degrees and certificate programs that qualify.
Mathematics (all programs, except BSED)	2.0	Students are advised to have as many of the following completed as possible: Calculus I, Calculus II, Calculus III, and Linear Algebra	MAT 160 MAT 161 MAT 200 MAT 260
Music	2.0	All music majors must audition with the department for consideration into a music major. Typically these auditions occur during the semester and/or summer leading up to the start of the semester. Students who may not pass their audition, would not be able to be a music major, but we could consider them for another major.	
Pharmaceutical Product Development	2.8	Intro to Chemistry and Intro to Biology	BIO 110 CHE 110
Respiratory Care	2.5	Interview with Department Chair	

DCCC Programs of Study that are appropriate for WCU's Health Science: General Studies degree program

Emergency Management and Planning, Associate of Applied Science

Health Care Management, Associate of Applied Science

Health Studies - Neurodiagnostic Technology, Associate of Applied Science

Health Studies - Pre-Nursing Option, Associate of Applied Science

Health Studies, Associate of Applied Science

Medical Assistant, Associate of Applied Science

Medical Assistant, Certificate of Proficiency

Medical Billing, Certificate

Medical Coding and Billing, Associate of Applied Science

Medical Coding and Billing, Certificate

Nursing, Associate of Applied Science

Paramedic - Advanced Life Support, Associate of Applied Science

Paramedic, Certificate of Proficiency

Perioperative Nursing, Certificate of Competency

Respiratory Therapy, Associate of Applied Science

RN First Assistant in Surgery, Certificate of Competency

Science for Health Professions, Associate of Science